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1590

10 April 1986

MEMORANDUM FOR:

Chairman, DCI MAG

25X1

FROM:

Executive Secretary

SUBJECT:

DCI MAG Suggestion re Use of Vacancy Notices

Attached you will find the DDA's comment to the Executive Director based on the MAG's suggestion.

Upon reviewing this, the EXDIR made the following comment: "Another good suggestion by the MAG. Please pass on the DDA's response."

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Attachment

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25X1

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B-613-1R

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UAP:
1986

MEMORANDUM FOR: Executive Director

FROM: Richard J. Kerr
Deputy Director for Administration

SUBJECT: Use of Vacancy Notices

REFERENCE: Memo for DDA from ExDir, dtd 20 Mar 86, Same Subject

25X1

1. Reference memorandum forwarded a DCI/MAG recommendation that the Office of Personnel, Placement Branch, in coordination with Directorate Personnel Officers, prepare a brief summary of Agency, Directorate, and Office policies regarding the use of vacancy notices and that such summary be distributed to all Agency personnel.

2. The DCI/MAG has accurately observed the vacancy notice system within the Agency as decentralized. This decentralization consists of various Career Services publishing vacancy notices on an optional basis, either Office or Directorate-wide. The ground rules for participation and publication are established and administered by designated Office or Directorate-level Career Management Staffs. Due to the variety of vacancy notice systems, we feel that a summary of all of them would not lend itself to brevity and would be difficult to maintain on a current basis. However, we agree that a publication for employees, detailing policies and procedures associated with the Agency-wide system, is in order.

3. In this regard, Placement Branch is preparing an Employee Bulletin and will include information on the existence of the other systems and appropriate contact points to obtain pertinent data. We believe this would be the best approach to the DCI/MAG recommendation.

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RICHARD J. KERR

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Sanitized Copy Approved for Release 2011/02/16 : CIA-RDP88G01116R000500460008-9
ATTACHED: PLEASE TRY NOT TO
REMOVE FROM DOCUMENTS THANKS...

EP 86-1178
CP 100-1-A

APR 1 1986

MEMORANDUM FOR: Executive Director

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Deputy Director for Administration

SUBJECT: Use of Vacancy Notices

REFERENCE: Memo for DDA frm ExDir, dtd 20 Mar 86, Same Subject

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25X1

Richard J. Kerr



25X1

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86- 1178

20 March 1986

MEMORANDUM FOR: Deputy Director for Administration
FROM: Executive Director
SUBJECT: Use of Vacancy Notices

Dick,

Attached you will find another issue in which the DCI MAG believes deserves the attention of senior management. Would you have someone look at this and get back to me with your comments and proposed course of action?

Thank you.

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Attachment:
As stated

cc: ES
Chm/DCI MAG
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B-613-1R

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DCI MAG ISSUE STATEMENT

Issue: Use of Vacancy Notices

Background:

It was suggested to the DCI MAG that, at least in some offices, there is an understanding that Vacancy Notices must be published for openings, even when a qualified candidate is available, imposing unnecessary paperwork and delay in filling jobs.

Findings:

Through discussions with Directorate and Agency Personnel staff, it was determined that no requirement for publishing Agency-wide Vacancy Notices exists, except for GS-08 and [redacted] secretarial positions. The Office of Personnel published other Agency-wide notices as a service to Directorates' managers. If such a notice is requested, OP asks that the job be kept open for two weeks following publication so that all files be reviewed. Directorates and offices may set own guidelines and some have requirements for Directorate or office-wide notices for certain types of jobs. No evidence of inconvenience resulting from use of Agency-wide Vacancy Notices was reported.

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Recommendation:

Since it appears that a false perception may exist concerning requirements for and use of Agency-wide notices, the DCI MAG suggests that OP Placement Branch, in coordination with Directorate Personnel Officers, prepare a brief summary of Agency, Directorate and Office policies regarding use of notices (e.g. type or grade of position notice: Required or optional; Agency-wide or Office/Directorate only; length of time to advertise; requirement to review all files: operable or not), and that such summary be distributed to all Agency personnel.

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27 Mar 86

MEMORANDUM FOR: Executive Director

FROM: Richard J. Kerr
Deputy Director for Administration

SUBJECT: Concerns re Polygraph

REFERENCE: Memorandum for DDA from ExDir, dtd 18 Mar 86,
Same Subject

1. The recommendation from the DCI MAG that the Office of Security consider an educational program on the polygraph is well taken. As a matter of fact there is an on-going program to educate Agency managers on the subject.

2. The Office of the Inspector General (IG) is currently engaged in a thorough 4-month inspection of the Agency's polygraph program. The IG report is expected during May 1986.

3. We believe it prudent to pend a response to the DCI MAG until we have had an opportunity to digest the IG report. At that time the Director of Security will welcome an opportunity to discuss the subject with the DCI MAG.

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Richard J. Kerr

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B-613-1R

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SUBJECT: Concerns re Polygraph

OS/DD/PS [REDACTED] 21 March 86)

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Distribution:

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1 - ER

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2 - D/OS

1 - OS Reg.

1 - C/IG/PS/OS

1 - C/PD/IG/PS/OS

1 - DD/PS

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Executive Registry

86- 1151

18 March 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM: Executive Director

SUBJECT: Concerns Re Polygraph

Dick,

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25X1

Thank you.

25X1

Attachment:
As stated

cc: ES

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B-613-1R

DCI/MAG ISSUE STATEMENT

ISSUE: Concerns About Polygraph Examination Procedures

BACKGROUND: Rumors abound regarding aggressive or hostile behavior by polygraph examiners in sessions with new hires and current Agency employees. There also exists a widespread lack of confidence among Agency employees in the accuracy of the polygraph as a reliable security check. While the DCI/MAG cannot corroborate the rumors with specific instances of misconduct and acknowledges that safeguards and channels to prevent abuse exist, the pervasiveness of the negative attitude towards the polygraph examination strongly suggests that there is at least a significant problem in perception which has a negative impact on Agency morale.

RECOMMENDATION: The MAG suggests that the Office of Security consider an Agency-wide effort to educate employees regarding the polygraph, including procedures, its value and reliability, and safeguards that exist against abuse. As a part of this effort the Office of Security should conduct yearly sessions in the Headquarters auditorium to address issues and respond to employee concerns.

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